

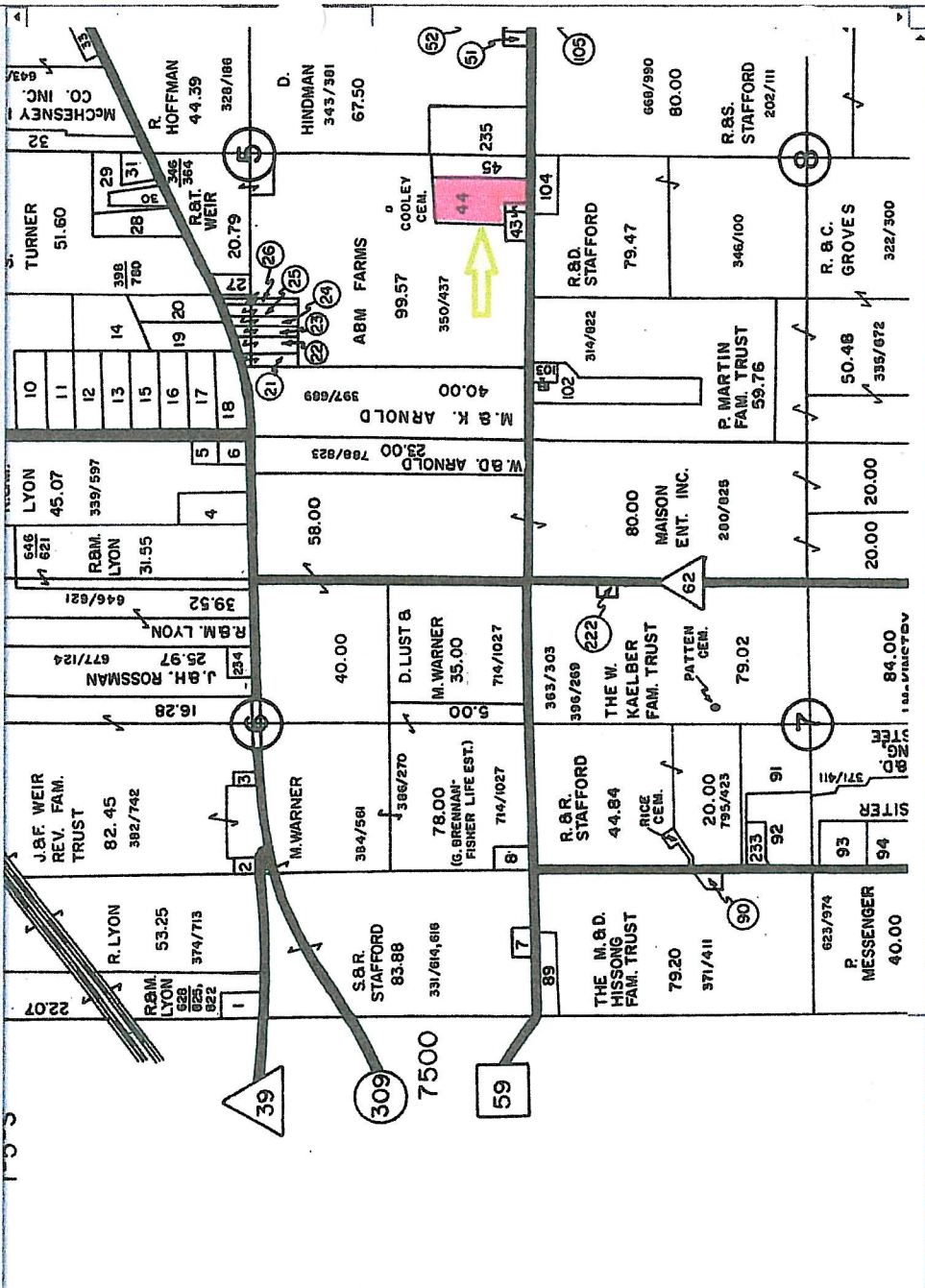
Board of Zoning Appeals

Check List for Conditional Use

		Date/By
1	Completed Application <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Vicinity map showing proposed zoning <input checked="" type="checkbox"/> List of property owners & addresses contiguous to proposed property <input checked="" type="checkbox"/> Land Use Plan Statement <input checked="" type="checkbox"/> Proof of Liability Insurance <input checked="" type="checkbox"/> Location of existing & proposed water wells & septic tanks or sewer lines <input checked="" type="checkbox"/> If Lessee, copy of lease <input type="checkbox"/> Affidavit signed by Property Owner <input checked="" type="checkbox"/> Fee of \$150.00 plus postage	
2	Application Review <input checked="" type="checkbox"/> Review materials submitted <input type="checkbox"/> Review Plat <input type="checkbox"/> Density of Neighborhood <input checked="" type="checkbox"/> Affect of Conditional Use on Traffic Pattern & Road Use <input type="checkbox"/> Compliance with all other Zoning Regs. <input checked="" type="checkbox"/> Zoning Inspector signs application verifying complete application received This number to appear on all material regarding application	
3	Set Hearing Date BZA meets the second Tuesday of every month <u>5/13/2014</u> <input type="checkbox"/> Notify Applicant	
4	Ad in Paper/Website <input type="checkbox"/> Give Ad to BCC Clerk to put on County Website <input type="checkbox"/> Ad must appear 10 days prior to hearing At this time paper ad is not required/BZA may postpone hearing if they feel ad is necessary	
5	Notice of Hearing to Neighbors <u>mailed</u> <input checked="" type="checkbox"/> Notice of Hearing must be received by Neighbors at least 10 days prior to hearing <input type="checkbox"/> Prepare Notice to Neighbors. Notice must contain Parcel #, Owners Name, time & date of hearing, Zoning classification, proposed conditional use	
6	Scan Application & Supporting Materials. Save in BZA Hearing File on Computer <input type="checkbox"/> All information received with application & any additional info Zoning Comm. deems necessary	
7	Email Application to BZA Members. Send Paper Copy to BZA Members w/o Email <input type="checkbox"/> must be received at least 10 days prior to hearing	<u>5/6/14</u> <u>AL</u>
8	Confirm Hearing Date Thursday Before Hearing <input type="checkbox"/> Speak to Applicant <input type="checkbox"/> Speak to BZA Members	
9	Hearing <input type="checkbox"/> Prepare sign-in sheet <input type="checkbox"/> Prepare speaker slips for hearing <input type="checkbox"/> Prepare agenda for meeting <input type="checkbox"/> Set Room up for hearing <input type="checkbox"/> Supply easel or other props for applicant <input type="checkbox"/> Have batteries and tape for recorder	
10	Receive Findings & Minutes from BZA Secretary <input type="checkbox"/> Should receive within 30 days <input type="checkbox"/> File in Appeal Book <input type="checkbox"/> Scan & save in BZA Hearing file on computer	
11	Send Findings to Applicant <input type="checkbox"/> By mail or email	
12	If Approved Call Applicant and Schedule Appointment to Visit Property	
13	Appointment at Location where Conditional Use Permit is Approved <input type="checkbox"/> Verify special conditions mentioned in findings have been met <input type="checkbox"/> Collect fee of \$100.00 for Conditional Use Certificate <input type="checkbox"/> Remind Applicant a renewal Conditional Use Certificate will be issued each year with appropriate fees applying	
14	Enter on Zoning Report <input type="checkbox"/> Applicants name, address, phone #, Location of Conditional Use, Conditional Use # and Fees Paid	
15	Enter on Inspection Report to be Inspected in One Year. <input type="checkbox"/> Applicants name, address, phone #, Location of Conditional Use, Conditional Use # and Fees Owed next year	
Ma/gchecklistforconditionaluse.doc Ma-12-007		

TAX MAP

CV	23	D. & J. SMITH	308/509	1.53	308/497
CV	24	N. & L. BAILEY		1.96	697/397
CV	25	J. & R. McELAHATTEN		2.14	713/869
CV	26	"		0.36	"
CW	27	R. & B. RIFE		1.49	341/387
CW	28	S. TURNER		5.28	398/832
CW	29	M. D. McCLEARY		3.51	398/702
CW	30	J. & A. HOWLETT		2.27	193/48
CW	31	K. & L. BAUTISTA		2.20	650/754
DW	32	J. CARLYLE	374/322	6.29	372/389
DW	33	J. & D. CARLYLE	261/587	2.00	208/87
DW	34	R. & J. VAUGHN		0.54	344/374
DW	35	"		5.24	344/374
DW	36	R. HOFFMAN		5.34	332/626
DW	37	"		5.38	"
DW	38	G. & L. COVER		5.00	318/244
DW	39	"		9.53	322/522
DW	40	P. & T. WALKER		7.37	719/627
DW	41	D. VALENTINE		14.40	789/381
DW	42	G. VALENTINE		2.00	245/204
CV	43	F. & E. OLLERVIDES		2.31	694/590
CV	44	"		7.13	"
CV	45	R. MOWREY		5.00	339/366
DW	46	M. & C. MASK		5.00	301/281
DV	47	D. & T. MEREDITH		2.00	608/262



36.00 x 37.48 in 4